



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR

RE: UPDATES TO APPLICATIONS

**PROGRAM AFFECTED: FOOD SUPPLEMENT PROGRAM (FSP), TEMPORARY
CASH ASSISTANCE (TCA), TEMPORARY DISABILITY
ASSISTANCE PROGRAM (TDAP), REFUGEE CASH
ASSISTANCE (RCA)**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

We are in the process of updating many of our paper applications that customers use to apply for cash assistance, Food Supplement Program benefits and Medical Assistance. An audit of some of the applications by the federal Food and Nutrition Service (FNS) found that information needed to be added to meet both FNS and Federal Office of Civil Rights requirements and the information may not have been consistent on all applications.

Currently, we have updated the 9701, 9702, 9707 and the 9711A forms. We plan to complete other application forms by the end of October. As they are updated, all applications will be available on FIPNET under On-Line Forms, on the DHR website and from the warehouse following normal ordering procedures. We have included the changes made below with the wording from the application.

Reasonable Accommodation statement

The Family Investment Administration is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. If you need assistance or need to request a reasonable accommodation, please contact your case manager or call 1-800-332-6347.

EQUAL RIGHTS

This institution is prohibited from discriminating on the bases of race, color, national origin, disability, age, sex and in some cases religion and political beliefs.

The U.S. Department of Agriculture (USDA) also prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all bases apply to all programs and or employment activities.) USDA and HHS are equal opportunity providers and employers.

If you think we have discriminated against you contact USDA or HHS. To contact USDA for the Food Supplement Program complete the **USDA Program Discrimination Complaint Form found on-line at www.ascr.usda.gov/complaint_filing_cust.html** or write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, DC 20250-9410. You may fax your complaint to 202-690-7442 or e-mail it to program intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities are TDD users may contact USDA through local relay or the Federal Relay at 1-800-877-8339 (TDD) or 1-866-377-8642 (relay voice users) or 800-845-6136 for Spanish.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Ave. S.W. Washington, D.C.A 20201 or call 202-619-0403 (voice) or 800-537-7697 (TTY).

If you need this information in a different format (large print, audiotape, etc.), contact the USDA's TARGET Center at 202-720-2600 (Voice or TDD). If you need information about this program, activity or facility in a language other than English, contact the Department of Social Services or Department of Human Resources at 1(800)332-6347. For any other information dealing with Food Supplement Program issues, persons should either contact the USDA Supplemental Nutrition Assistance Program (SNAP) Hotline at 800-221-5689, which is also in Spanish or call the State Information /Hotline Numbers (click www.fns.gov/snap/contact_info/hotlines.htm).

TCA and FOOD SUPPLEMENT PROGRAM PENALTIES

Do not:

- Give false information or withhold information to get or continue to get TCA and/or FSP benefits.

- Trade or sell TCA or FSP benefits, or electronic benefit cards.
- Use TCA and FSP or electronic benefit cards to buy items not allowed, such as alcohol and tobacco or to pay on credit accounts.
- Use someone else's TCA or FSP benefits.
- Use someone else's Electronic Benefits Card without authorization.
- Use your EBT card containing TCA benefits in a liquor store, adult entertainment venue such as a strip club or in a gambling establishment such as a casino.

Your FSP benefits will not increase if your cash assistance is reduced or closed because you did not follow the rules.

If a household member deliberately breaks the rules, we may bar the person from the TCA or FSP.

- We may bar this person for **one year** after the first violation.
- We may bar this person for **two years**:
 - * After the second violation, or
 - * After the first time a court finds this person guilty of buying illegal drugs with TCA or Food Supplement Program benefits.
- We may bar this person **permanently**:
 - * After the third violation, or
 - * After the second time a court finds a person guilty of buying illegal drugs with TCA or FSP benefits, or
 - * After the first time a court finds this person guilty of buying guns, bullets, or explosives, with TCA or FSP benefits.
 - * After a court finds this person guilty of trafficking TCA or FSP benefits of \$500 or more.
- We may bar this person for **ten years** if found guilty of making a false statement about the person's identity in order to receive multiple benefits at the same time.

A judge can also fine this person up to \$250,000, imprison the person for up to 20 years, or both. A judge can also bar this person for an additional 18 months. The person may also have to face further prosecution under other federal laws.

SAVE

Maryland uses the Systematic Alien Verification for Entitlements or SAVE system through the United States Citizenship and Immigration Service (USCIS) formerly known as Immigration and Naturalization Service (INS) to verify the alien status of all applicant and recipient non-citizen households. Information received from USCIS may affect your household's eligibility and benefit amount.

ACTION REQUIRED:

The warehouse is in the process of replacing all applications. Please begin to use the new applications with a revision date of 09/2014 or later as they become available. Once you have received the new applications, please destroy any previous editions.

INQUIRIES:

All FSP inquiries may be directed to Rick McClendon (rick.mcclendon@maryland.gov), 410-767-7907. TCA and TDAP inquiries may be directed to Fatmata Khella (Fatmata.khella@maryland.gov) 410-767-7956.

c:	DHR Executive Staff	DHMH Executive Staff
	FIA Management Staff	DHMH Management Staff
	Constituent Services	DHR Help Desk
	FIA Policy, Research and Training Staff	
	DHMH Policy and Training Staff	MORA Staff